

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	DEPUTY SHERIFF I
CLASS CODE:	4012
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	4/5/2013 (REVISED 8/29/00 VERSION)
DEPARTMENT:	SHERIFF

JOB SUMMARY

Under general supervision of a Sergeant-Enforcement, performs court security services and/or assigned law enforcement activities.

ESSENTIAL FUNCTIONS

Transports inmates and/or criminals to the Utah County jail or the courts.

Provides security for the Judge and individuals in the court room including observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public.

Provides security for court facilities including Provo Judicial Center and Juvenile Court by monitoring alarm systems, patrolling interior and exterior of facilities, monitoring building entrances using a computer, monitoring video surveillance cameras, alerting the roving deputy as needed, and reporting safety and security hazards.

Responds to emergency situations and provides CPR and First Aid.

Screens all persons entering the Court for weapons and contraband including using a magnetometer.

Oversees bailiffs and other security personnel when requested and performs functions of bailiff as needed.

Opens court sessions and conducts court support activities including summoning each case, announcing case and name of defendant, and maintaining records including the number of cases on each docket.

Records Court Papers to be served including summons, order to show cause, subpoenas, warrants, take in custody, and all other due process in a timely manner.

Serves Civil Warrants and Court Papers including summons, order to show cause, subpoenas, and serves felony and misdemeanor warrants only in assigned facilities as required by Federal, State, and local statutes.

Assists in training new personnel.

Responds to questions, complaints, and requests for assistance from the public.

Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.

Coordinates activities with other divisions, departments, and outside agencies.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Appears in court and before other quasi-legal bodies and gives testimony regarding investigations, arrests, and other information.

Provides security for County facilities including the State and County regional government complex as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Ability to defuse or control hostile situations; Ability to make rapid and sound decisions and solve problems under pressure; Skill in word processing, data entry, and basic programs; Ability to communicate effectively verbally and in writing; Skill in analytical problem solving; Ability to maintain files, records, and reports; Skill in document composition; Skill in the use of firearms and police equipment; and Ability to coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Occasionally sit at a desk or table; Frequently walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects or restrain individuals typically weighing 150-180 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radios; and Meet all physical requirements established by P.O.S.T..

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed in a very noisy place; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires the use of protective devices such as personal body armor, masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and successful completion of Law Enforcement Officer certification requirements as established by P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) OR one (1) year work experience performing general law enforcement activities.

Equivalent combinations of related education beyond high school and work experience will also be considered. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbents must obtain Law Enforcement Officer certification through P.O.S.T. during the probationary period for new hires, the trial period for promoted County employees, or the first six months in the classification for County employees being reassigned or transferred. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbents must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.